

## Submit an Approval Request Form

Nassau BOCES has posted blank forms relating to professional development. The forms appear on the left navigation bar under the **"Fill-In Forms"** heading. Every course/workshop intended to be used for *Blocks*, *Level Moves*, or meet the *175-hour requirement* must be submitted on the appropriate form.

### Steps:

#### 1. Click the Learning Plan tab

By clicking the **Learning Plan** tab along the top of the screen, you will be viewing the main workspace.

#### 2. Review the forms listed in the left pane of the screen

Selecting the appropriate form is crucial. If the form selection is not obvious, contact Dina Maggiacomo at [dmaggiac@mail.nasboces.org](mailto:dmaggiac@mail.nasboces.org).

The screenshot shows the MyLearningPlan interface. At the top, the logo 'MyLearningPlan' is displayed with the tagline 'Plan ♦ Manage ♦ Learn ♦ Evaluate'. Below the logo, the text 'Nassau BOCES MLP' is visible. The left navigation pane is divided into several sections: 'My Info:' (containing 'My Portfolio' and 'My File Library'), 'Activity Catalogs:' (containing 'District Catalog', 'Nas. BOCES', and 'Calendar'), 'Fill-In Forms:' (containing 'Teacher Course Approval', 'PT/OT Course Approval', 'Pre-Approved Courses', '175 Prof Dev Log', and 'Mentor Log'), and 'Account Options:' (containing 'My User Profile' and 'Change Password'). The main workspace on the right is titled 'News & Info' and contains a list of items: 'Aug 1 - Update for all Teachers and PT/' (with a right arrow), 'My Requests - Dina Maggiacomo' (with a right arrow), 'Awaiting Pre-Approval' (with a right arrow), 'Approved and In Progress' (with a right arrow), 'Awaiting Final Approval' (with a right arrow), and 'Most Recently Completed' (with a right arrow). The 'Most Recently Completed' section lists 'MLP Training Test' and '175 Prof Dev Log Submitted 5/15/2009'.

#### 3. Click the appropriate form title for your request

#### 4. Complete the form

Review and complete the form. Some fields on the form are *required*. These are highlighted with a grey background color. Information **MUST** be placed into these fields.

#### 5. Click the Submit button.

When the **Submit** button is clicked, the request will be submitted and forwarded for approval.

6. **Review the approval routing summary**

Once a form is submitted, the screen will show a summary of the approval process for the submitted request.

Request Submitted!		
Approval Summary		
Prior Approval(s)	1. Doug Snow	PENDING
	2. Elizabeth Combs	-----
Final Approval(s)	3. Doug Snow	-----
Note: If the approval routing is incorrect, review your User Profile settings and resubmit the form.		

Please Note: If the approval process seems incorrect:

- [Drop the Activity Request](#)
- [Review the User Profile](#) to make sure the building and department assignments are correct. If incorrect, please contact the Department of Human Resources with the correct information.
- Re-submit the form.

If you continue to experience problems, contact Dina Maggiacomo.

7. **Click Return to Main**

Click the **Return to Main** button to return to the main **Learning Plan** screen.

8. **Verify that your submitted request is visible in the My Requests list**

Every submitted request should appear in the **My Requests** list that is visible on the main Learning Plan workspace. The request will be listed under the status titled **Pending Pre-Approval** or **Approved and In Progress**.

My Requests - Doug Snow	
<b>Drafts</b>	
» Curriculum Mapping: [Delete]	
<b>Awaiting Pre-Approval</b>	
» Assessing Your Language Arts Curriculum	
<b>Approved and In Progress</b>	
» Podcasting	
» Bloodborne Pathogens	Blackboard
» Bloodborne Pathogens - Right To Know <b>LAUNCH</b>	
» Curriculum Meeting	
<b>Awaiting Final Approval</b>	
» Cumulative Graduate Credits thru 1/2003	
<b>Most Recently Completed</b>	
» Curriculum Mapping	